MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF DERIDDER ---- PARISH OF BEAUREGARD

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF DERIDDER ---- PARISH OF BEAUREGARD

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *
FIRE LIEUTENANT**
FIRE CAPTAIN **
DEPUTY FIRE CHIEF*
FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE TRAINING AND SAFETY OFFICER *
FIRE PREVENTION OFFICER *
SECRETARY TO THE FIRE CHIEF *

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE CORPORAL**
POLICE SERGEANT **
POLICE LIEUTENANT **
DEPUTY CHIEF OF POLICE *
POLICE CHIEF *

LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER *
SECRETARY TO THE POLICE CHIEF *
POLICE RECORDS CLERK *

DR Original Adoption: 03-30-66

Revision Dates: 12-11-70, 06-04-75, 01-14-76, 06-09-76, 01-12-77, 07-13-77,

01-11-78, 12-12-84, 11-04-98, 08-11-99, 10-10-01, 10-08-03,

09-10-08, 09-14-11, 10-19-11, 11-09-11, 06-13-12, 12-15-14, 11-15-16

^{*}Competitive class

^{**}Promotional class

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions in the fire suppression division of fire department operations. Employees of this class receive training in and perform firefighting and fire suppression tasks such as controlling and extinguishing fires, performing rescue work, and driving and operating fire department vehicles. Employees of this class are also responsible for the maintenance of fire apparatus, fire department equipment, the fire station, and for completing records as assigned. Employees of this class perform duties under the supervision of and have work reviewed by a Fire Lieutenant. This class reports to and ranks immediately below that of Fire Lieutenant.

EXAMPLES OF WORK

<u>Examples listed below are illustrative only.</u> They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Operates or rides in fire apparatus to and from fire or emergency scene. Communicates with dispatcher and fire vehicles using two-way radio. Ensures a timely response to the emergency scene by taking shortest route available. Maneuvers and climbs ladders at the scene and stabilizes apparatus. Evaluates the potential effects of environmental conditions on the fire and locates and extinguishes fire source and hidden hot spots. Observes and responds to changes in fireground conditions and listens for, relays, and follows orders from officers at the scene. Informally monitors activities of less experienced firefighters at the scene to ensure safe operation. Recognizes HAZMAT symbols, determines if a position is safe for firefighting crews, and contains hazardous materials spills.

Operates pumper from water source and calculates friction loss and water flow. Makes hydrant and hose connections, using hoses and open bodies of water as needed. Assists other firefighters in controlling hose line. Protects from potential exposures using direct streams or water curtains, and uses the appropriate class of portable fire extinguisher. Protects hose line from damage, inspects charged hose line for defects, and repairs any burst hose line using available materials. Operates automatic sprinkler system and performs standpipe system operations.

Performs forcible entry operations, ventilation operations, recognizes conditions that may lead to back draft, and enters smoke filled building using portable air breathing apparatus. Locates and operates shut off valves for utilities to reduce hazard. Maintains crowd and traffic control until law enforcement arrives.

Operates portable generator to produce power and operates emergency lighting at night. Performs search and rescue operations. Performs emergency medical services, drives emergency vehicle, notifies dispatcher to call for help when needed, and notifies occupants or neighbors to vacate premises for safety. Treats injuries at the scene, provides advanced life support to patients, and administers medication. Comforts emotionally distraught persons at the emergency scene. Performs salvage and overhaul operations. Constructs a catch-all and water chutes to drain water, and secures windows and doors. Protects salvaged property from theft and carries waste or debris from building. Informs officer in charge of suspected arson, guards premises, and observes spectators for suspicious behavior.

Participates in training and drills in order to learn and maintain proficiency in fireground operations, firefighting equipment, principles of fire behavior, and alarm signals. Participates in training regarding the structural components of buildings, safety procedures, and special emergencies. Studies basic laws and regulations, maps, navigational areas in vicinity, and layout of water sources in service area. Participates in critical evaluations of each fire and provides informal training for new employees. Plans and makes training presentations with the department, participates in physical development workouts, and practices with equipment.

Places firefighting gear in readiness. Plans for fires in service area by studying locations of hydrants and stand pipes, building layouts, hazardous materials storage, occupancy patterns, and structural information. Participates in pre-fire planning inspections, draws preplanning maps and diagrams, and updates hydrant maps and vital information book. Speaks with firefighters on other shifts regarding previous day's activities, listens to radio for important information, and monitors information on conditions affecting station zone of response.

Performs routine maintenance on fire equipment and fills air cylinders. Inspects and cleans Air Pak, electrical equipment, emergency power generator, fire apparatus, and personal turn-out equipment. Maintains inventory of tools and equipment and makes minor repairs to equipment. Tests communication equipment, self-contained breathing apparatus, and hose line fittings and nozzles.

Maintains adequate quantities of station supplies and secures station grounds from theft. Buys food and prepares meals for firefighters at station. Provides for the maintenance and upkeep of stations and grounds, cleans fire apparatus, maintains landscaping, and determines if repairs are needed on department facilities. Presents oneself in proper attire during a tour of duty, and is prepared for work. Consults with supervisor regarding performance problems and maintains satisfactory relationships with other members on shift.

Completes any assigned forms or reports. Compiles data, provides for the maintenance of department records, and records entries in a daily log. Records equipment missing or in need of repairs and records results of equipment tests.

Notifies officer of any V.I.P. visiting station. Receives telephone calls and refers caller to the appropriate personnel, takes messages, and adapts to routine at another station. Assists visitors who seek help, conducts fire station tours, and demonstrates fire equipment and firefighting techniques to public. Works with local youth groups and participates in flood control efforts.

Provides escort duty of funerals of department personnel and gives comfort to family of injured firefighters. Provides non-emergency services and handles complaints from the public.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not be less than (18) eighteen years of age.

Firefighter/Operator Original Adoption: 11-04-98

Revision Dates: 03-10-99, 01-13-00, 05-18-00, 07-11-01, 03-10-04,

09-14-11, 06-13-12, 06-11-14, 11-15-16, 04-17-18

FIRE LIEUTENANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

This class encompasses the first level of supervisory positions in the suppression division of fire department services. Employees of this class are responsible for supervising and assisting a company of Firefighter/Operators in the performance of their duties, both at the station and at the scene of a fire or other emergency. Fire Lieutenants respond to all emergency calls, assuming command until relieved by a superior officer. Employees of this class supervise the daily maintenance of all equipment and apparatus, assist in the training of subordinate employees, and assist the Fire Captain with completion and maintenance of records and reports. The Fire Lieutenant receives general instructions from the Fire Captain and has the authority to work independently in most areas. This class ranks directly below that of Fire Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists superior officer with managing the department operations of one shift, and takes charge of an assigned shift in the absence of the Fire Captain. Recommends management policies, goals, and objectives to superiors. Briefs incoming Fire Captain of all pertinent activities on previous or upcoming shifts, and reviews records of shift activity. At the direction of a superior officer, issues orders and assigns work areas to subordinates, delegating authority for the more effective operation of the department. Provides assistance to subordinates in technical areas of work and inspects the appearance of assigned equipment and personnel. Evaluates employee work performance and resolves employee complaints and grievances as assigned. Assists the Fire Captain with providing informal training for new employees and participates in training and drills.

Answers fire alarms, records necessary information, and supervises driving of fire apparatus to emergency scene. Assumes incident command until relieved by a superior officer. Supervises emergency scene operations including fire suppression, size-up, rescue, pumper operations, forcible entry, ventilation, salvage and overhaul, emergency medical procedures, and hazardous materials. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information. Operates self-contained breathing apparatus and recognizes internal and external fire exposures. Performs and supervises hose operations, makes recommendations regarding fireground procedures to officer in charge, and observes emergency

scene for victims. Directs the operation of water streams, utilizes water supplies from public water systems or static sources, and uses appropriate fire extinguisher. Informs officer in charge of suspected arson. Assists the Fire Captain with identifying and handling hazardous materials. Provides for the needs of firefighters and other emergency personnel at the scene, and

coordinates their activities. Reports injuries to superiors, notifies dispatcher to call for help when needed, and instructs civilians to vacate premises when their safety is not guaranteed.

Performs and supervises pumper operations and determines the number of hose lines that may be added during operations. Operates fire hydrants and pumpers in relay. Performs truck operations and ensures that the apparatus remains stabilized during use. Oversees standpipe system support operations, calculates gpm of water flow, and assists the Captain on command with performing ladder load determinations. Performs calculations for nozzle, discharge pressures, and friction loss for hose lines.

Assists the Fire Captain with conducting pre-fire planning activities and strategies. Performs pre-fire planning inspections by visiting local facilities, draws preplanning maps and diagrams, and assists superior officers with planning for fires in residential and industrial areas. Aids the Fire Captain by reporting fire hazards. Secures the fire scene to prevent removal or damage of any evidence of suspected arson, maintains the chain of custody, and assists with questioning witnesses to a fire incident.

Works with superior officer by providing for the maintenance of department records and completes any forms or records assigned. Ensures that all necessary forms are completed on shift by subordinates, as instructed by a superior officer. Directs the completion of daily logs, checklists, reports and inventories as directed by a superior officer.

Inspects all equipment on the apparatus to make sure they are properly stored and in working order. Oversees the regular maintenance of all fire equipment. Conducts required safety tests of department equipment. Assists the Fire Captain by inspecting station facilities to ensure compliance with department maintenance standards. Receives reports about any problems with fire department property or equipment requiring maintenance. Performs and supervises the cleaning of fire apparatus, tools, equipment, and hoses after each use.

Conducts tours of department facilities for school or civic groups and participates in special community projects designed to improve fire department public relations.

Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for at least one (1) year immediately preceding closing date for application to the board.

Fire Lieutenant Original Adoption: 11-15-16

Revision Dates:

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and assist in the training of subordinate employees. Fire Captains have the authority to work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Deputy Fire Chief. Fire Captains rank directly below the class of Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all department operations on one shift. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Issues orders, assigns work areas, and provides assistance to subordinates in technical areas of work. Inspects the appearance of assigned equipment and subordinate personnel. Reviews reports, approves leave, evaluates employee work performance, and resolves employee complaints and grievances. Counsels employees who are experiencing work problems and recommends disciplinary action to superior officer. Evaluates the efficiency of response units following emergency incidents.

Responds to all fire alarms from dispatcher, supervises the operation of the fire apparatus, and performs size-up of emergency scene. Oversees a fireground perimeter for crowd and traffic control. Maintains communications between the fire scene and other authorized personnel and directs emergency scene operations. Supervises subordinate employees at the scene of an emergency and responds to fireground changes while directing firefighting operations. Operates self-contained breathing apparatus for protection from hazardous environments. Performs and supervises search and rescue operations, forcible entry operations, ladder, and ventilation operations. Recognizes internal and external fire exposures and takes measures to protect from fire extension. Performs and supervises hose operations, applies appropriate fire streams, and uses the appropriate portable fire extinguisher. Supervises truck and ladder operations. Utilizes water supplies from public water systems and static sources and performs automatic sprinkler system support operations. Directs standpipe system support operations, salvage operations, and overhaul operations.

Identifies hazardous materials and directs the handling of hazardous materials incidents. Provides for the needs of firefighters and other emergency personnel at the scene, and coordinates the activities of firefighting and law enforcement personnel.

Provides emergency medical services such as basic first aid, CPR, and first responder services. Notifies dispatcher to call for additional emergency medical help if needed. Provides advanced life support services to patients, administers medication, and monitors the effects of administered medication. Directs the operation of emergency medical equipment, obtains a comprehensive drug history on patients, and keeps informed on circumstances in which it is not appropriate to administer a drug to patients.

Performs and supervises pre-fire planning inspections by visiting area facilities. Reports fire hazards or safety violations to the appropriate authority. Oversees that the fire scene is secured to protect evidence of potential arson and maintains the chain of custody. Questions witnesses to a fire incident and investigates the causes and circumstances of fires, especially those suspected to be the result of carelessness or arson.

Conducts classroom training and delegates training to subordinates as needed. Completes assigned forms and records and compiles data for reports. Conducts required tests of fire department apparatus and equipment, inspects apparatus for proper placement and maintenance of tools and equipment, and inspects station facilities to ensure compliance with department standards. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Lieutenant for at least one (1) year immediately preceding closing date for application to the board.

Fire Captain Original Adoption:	07-13-77
Revision Dates:	12-13-78, 04-11-79, 05-09-79, 09-10-80, 08-12-87,
	10-13-93, 03-10-99, 08-11-99, 10-13-99, 05-18-00,
	03-10-04, 06-13-12, 11-15-16

DEPUTY FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is the oversight and management of departmental operations under the direction of the Fire Chief. An employee of this class performs the duties of the Fire Chief in the Chief's absence. The Deputy Fire Chief responds to fire alarms and emergency calls, directs emergency scene activities and manages the supervision of subordinate fire department personnel. The incumbent of this class assists the Fire Chief with administrative duties such as preparing the operating budget, conducting research into laws affecting the fire service and maintaining department equipment, vehicles and property. The Deputy Fire Chief works with a high degree of independence, reporting to and having work reviewed by the Fire Chief. The class of Deputy Fire Chief ranks directly below the class of Fire Chief.

EXAMPLES OF WORK

<u>Examples listed below are illustrative only.</u> They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the Chief's absence. Recommends and implements management goals, objectives, and policies for the department. Works with the Fire Chief to determine how the department should be organized, including the number of operating units and distribution of such units. Plans and organizes operations related to department personnel, equipment and apparatus. Participates in the research and planning for programs and activities of the department. Keeps informed on modern fire fighting techniques, administrative practices, proposed legislation and other developments that may affect the fire service. Attends meetings required by the local governing authority to give reports on fire department activities, offer advice or make recommendations. Monitors and evaluates local conditions which may become hazards. Recommends changes in department operations that will help the city obtain favorable ISO/PIAL ratings.

Participates in the development of a personnel recruitment and selection program, interviewing and recommending prospective employees for hire. Manages the supervision of all fire suppression personnel as well as positions including Fire Prevention Officer and Fire Training/Safety Officer. Supervises the assignment of duty areas and the scheduling of personnel; approves leave. Oversees and evaluates the work performance of department employees. Discusses work performance with subordinates and superiors; writes employee evaluation reports. Conducts inspections of department operations, the appearance of fire personnel and the condition of assigned equipment. Evaluates the results of such inspections and takes appropriate action to correct or improve problem areas. Holds meetings with subordinate personnel in order to receive reports, provide information or delegate authority for the effective operation of the department. Provides that discipline is maintained by counseling employees who are experiencing work problems, by recommending discipline or by taking any

other action deemed necessary. Promotes harmony by working to resolve employee grievances. Investigates all accidents and complaints involving department equipment or personnel, and makes recommendations.

Assists in the preparation of the departmental operating budget by helping to gather, compile and organize the necessary data. Prepares expenditure estimates and authorizes the expenditure of funds, making sure that such purchases are in accordance with the budget. Assists the Fire Chief in writing requests for grants or other special funds to aid in the operation of the fire service. Provides for the maintenance of all departmental records such as personnel and payroll records, records of activity, inventory records, or any other required. Periodically inspects record-keeping systems and facilities. Reads correspondence addressed to the fire department and determines action to be taken. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Supervises the preparation of departmental records; reviews reports written by subordinates. Personally completes all forms and records assigned. Writes reports, letters or news articles to document the activities of the department; oversees the release of information to the news media.

Oversees the general care and maintenance of firefighting apparatus and equipment, department vehicles, stations, grounds, and communications or other specialized equipment. Directs the testing of department equipment to ensure compliance with all federal, state and local standards. Researches the best methods of handling specific fire department maintenance tasks. Arranges for needed repairs and inspects equipment after repairs to check that repairs were properly accomplished. Writes specifications for new fire department equipment, and prepares them for public bids. Reviews products with sales representatives and makes recommendations on major purchases for the department. Maintains inventory, orders and distributes department supplies and equipment.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Ensures communication and coordination is maintained between fireground personnel and other authorized agencies. Oversees the activities of subordinate employees at the scene and directs operations in different areas as needed. Takes charge of all safety procedures at the scene of a fire or emergency and provides guidance in technical areas of fireground operations. Responds to and directs emergency scenes involving hazardous materials. Oversees the collection and labeling of arson evidence at the scene. Ensures the fire scene is secured to prevent the removal or damage of evidence of suspected arson; Works with arson investigation personnel to determine the causes, origins, and circumstances of fires occurring within the jurisdiction; testifies in court when required. Directs the inspection of buildings to determine the existence of potential fire hazards and recommends changes or additions to fire prevention codes.

Oversees employees who inform the public and answer questions about the work of the fire department by means of talks, demonstrations, or distribution of literature to schools, civic groups, or concerned citizens. Conducts surveys on questions or problems related to the fire service. Organizes and analyzes such information, and makes recommendations for changes in policy or procedure based on the data collected. Oversees special projects related to public relations or the image of the fire department. Coordinates the work of the department with

related federal, state, and local agencies, releasing information and giving assistance when needed. Participates in conferences, conventions and other educational meetings. Studies new laws, regulations, ordinances and court rulings relating to fire department operations to determine if policy changes are needed. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Applicants for the Deputy Fire Chief exam shall have not less than seven (7) years of full-time fire service experience with the DeRidder Fire Department.

Applicant must be a current member of the DeRidder Fire Department.

Deputy Fire Chief Original Adoption: 11-15-16
Revision Dates:

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs, and supervises the operations of the fire department in the capacity as chief and commanding officer and related work as required. Work of this class involves a higher degree of ability in the administrative field and is primarily administrative in nature. Work involves only limited exposure to the normal hazards of fire fighting. The chief is subject to call at all times and receives general supervision from the city administrator.

EXAMPLES OF WORK

<u>Examples listed below are illustrative only.</u> They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Plans and directs the general function of the entire department.

Exercises direct supervision over the Deputy Fire Chief and indirectly supervises all department employees.

Responds to all fire alarms and assumes command of operations.

Recommends action for the purchase of equipment and supplies, and appears before the city governing body relative to this and other matters.

Supervises the preparation and maintenance of department records and reports.

Provides for the efficient operation of a fire prevention bureau, a practical employee training program, and informs the public by various means of the work of the fire department.

Supervises the preparation of an annual department operating budget.

Promotes peace and harmony and maintains discipline and good working conditions in the department. Issues oral or written reprimands when necessary and works closely with local civil service board on grievances.

Supervises the general care, maintenance and use of departmental alarm and signaling systems, firefighting apparatus and equipment, motor driven vehicles and stations and grounds.

Investigates the causes, origins, and circumstances of all fires occurring within the city and reports all fires to the state fire marshal as provided by law.

Personally inspects, along with the public safety marshall, all buildings to determine the existence of potential fire hazards. Enforces the city fire prevention code.

Keeps informed on modern methods of fire department work and any local conditions which the department may be called upon to combat.

Provides for personnel recruitment and selection programs.

Informs the public of the necessity and method of civilian cooperation in fire prevention work.

Supervises the volunteer fire department.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must also have at least nine (9) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief Original Adoption: 01-11-78

Revision Dates: 12-13-78, 05-09-79, 09-10-80, 08-12-87, 03-09-88, 10-13-93,

08-11-99, 05-18-00, 09-12-01, 03-10-04, 06-13-12, 06-11-14,

11-15-16, 04-17-18

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible and specialized fire department position involving planning and implementing both training and safety programs for the fire department. The Fire Training and Safety Officer is responsible for developing and administering a comprehensive certification training program in order to ensure that fire department personnel are qualified to perform appropriate functions of the positions they hold and to develop their professionalism. The employee of this class exercises no direct supervision over the personnel in the line classes; however, the incumbent does exercise limited supervision over departmental personnel in all areas of fire department operations as it relates to safety procedures and during training. The employee of this is supervised by, receives assignments from and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

<u>Examples listed below are illustrative only.</u> They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs. Schedules training for all department employees as assigned by the Fire Chief. Conducts classroom training, drills and evolutions, and informal or on-the-job training in basic fire fighting; hydraulics; pump operations; driving fire equipment; nozzle and hose handling; breathing apparatus; rescue; pre-fire planning; fire extinguishers; forcible entry; fire streams; ladders; ventilation; salvage and overhaul; fire attack; fire safety; and fire fighting apparatus, tools, and equipment. Develops job simulation exercise to rate skills acquired during training. Prepares lesson plans for training classes. Administers and grades training tests.

Evaluates the safety program and makes recommendations for improvements. Develops a safety program for the department. Monitors and evaluates local conditions which may become fire or safety hazards. Develops and recommends accident and loss control systems and programs for incorporation into operational policies to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Investigates all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Demonstrates safety equipment and observes department personnel to determine their use of prescribed safety equipment.

Supervises preparation and maintenance of the records and reports of the training division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Compiles and organizes data needed for reports.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction and collects evidences of suspected arson as directed by the fire chief. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court when required.

Makes recommendations on major purchases for the department. Orders and distributes supplies and equipment as necessary, and maintains inventory of the equipment assigned to the Training Division. Arranges for repairs and maintenance of all departmental facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment after repairs to see that repairs were properly accomplished.

Gathers information and prepares the budget for Training Division and submits to the Fire Chief. Purchases equipment and supplies for the Training Division as directed, keeping such purchases within the established budget.

Answers questions for the public about operations of the fire department or any related areas of emergency services. Informs the public about fire department work by means of talks, demonstrations, departmental tours, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Conducts tours of department facilities for school or civil groups. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to

present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have not less than five (5) years of full-time experience with a paid fire department in fire service positions involving fire suppression or fire department training, or which involves a background in fire department administration and management.

Fire Training and Safety Officer Original Adoption: 09-14-11

Revision Dates: 06-11-14, 04-17-18

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses an entry level position in the Fire Prevention Division, the primary duties of which include conducting fire inspections, enforcing life safety codes, and conducting investigations of fires suspected to be the result of arson. Incumbents in this class oversee the operation of fire investigations and public fire educational needs. Employees of this class also write reports and keep records required to document Fire Prevention Division activity. The Fire Prevention Officer works independently in most areas and reports directly to the Fire Chief.

EXAMPLES OF WORK

<u>Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.</u>

Manages the operation of the Fire Prevention, Fire Investigation and Public Fire Education divisions, setting goals and objectives for the divisions and recommending any policy changes for consideration by a superior officer. Conducts research and oversees the planning for activities for the departments. Keeps proficient in necessary information to run the divisions, including monitoring local conditions for fire hazards, evaluating new laws and regulations for their impact on the department, and participates in conferences or other educational meetings. Maintains a reference library on inspection, investigation, and public fire education topics for use by fire department personnel. Responds to all alarms or emergency calls, participates in handling hazardous materials emergencies, and maintains communications between the fire scene and other authorized personnel.

Prepares for an inspection by reviewing reports, building plans, and applicable codes. Contacts owner at inspection site. Investigates interior and exterior of building, collecting information to be later used in determining fire safety, makes field sketches and takes photographs if necessary. Completes a report of each fire inspection and discusses with site's owner. Enforces fire prevention codes and ordinances by reinspecting buildings where violations occurred, issuing citations if necessary, and receiving appeals. Inspects portable fire extinguishers, standpipe systems, fixed fire extinguishing systems, fire detection and alarm systems, and fire hydrants to ensure that all apparatus are in working order. Observes structures to ensure that they contain no electrical hazards, that they meet fire resistance requirements, and that heating and ventilating equipment meet applicable standards. Evaluates structures to determine that they are adequately constructed, assessing the occupant and fire load of each building to assure that the means of egress are adequate. Assists institutions and companies with developing solutions to fire prevention problems, recommending changes to fire prevention codes to the appropriate agency. Collects information for pre-fire planning by visiting local areas and develops pre-fire

plans. Receives complaints from the public on hazards or possible violations, responds to questions from the public, and prepares evidence from inspections for use in court.

At the fire scene, restricts access by placing ropes, barricades, or other markers to prevent contamination of evidence.

Conducts interviews with firefighters and witnesses about the fire scene, and examines all areas of the fire scene to determine point of fire origin, heat source, and possible ignition sources. Takes photographs and notes of the fire scene, making sketches and diagrams if necessary, using all observations of the structure to determine the cause of the fire. Searches for, identifies, and collects evidence using accepted procedures while collecting information about the burned building or vehicle and its contents. Completes a fire investigation report, identifying the fire and structure involved, outlining the conclusions reached in the investigation. Obtains information from other sources in order to prove whether or not the fire was the result of arson, prepares a case for prosecution if necessary, and acts as a liaison with law enforcement or other agencies as needed. Reviews incident reports written by fire suppression personnel to determine if further action on the incident should be taken.

Draws up evacuation plans for schools, hotels, hospitals and any other buildings by evaluating means of egress. Conducts fire drills for businesses, educational and assembly occupancies, health care, industrial and correctional facilities. Oversees fire safety in public assembly occupancies at major public events. Assists the community by focusing the fire education effort on fire problem areas, selecting program components based on community resources. Develops a fire safety program, determining the specific content of the fire safety message, producing instructional materials for the community, trains fire safety personnel to participate in the program, and develops support by contacting business leaders. Serves as a classroom instructor on fire safety topics, customizing fire prevention education to target audiences. Evaluates the impact of fire education program by comparing baseline data and modifies program if necessary. Gives demonstrations on fire safety topics to organized groups to further fire education of the public. Coordinates and conducts tours of department facilities. Informs the public of injury prevention and fire hazards, writing public service announcements and news releases for local media sources to distribute. Provides information to the public about fire dynamics, tenability, behavior during fires, built-in fire protection, and firefighter apparatus and gear. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with fire prevention expertise and training.

Oversees the maintenance and retention of records in the department, establishing a policy concerning what information should be kept and how it should be stored. Receives requests for the release of fire prevention records and determines what should be released based on applicable policies and laws. Reviews records submitted by subordinates and personally completes any forms or records assigned. When necessary, writes letters to address the needs of the department and drafts proposed changes to fire prevention codes. Personally handles budget preparation for the divisions, preparing expenditure estimates and evaluating purchasing needs. Ensures that fire equipment is in good working order by performing periodic tests, recommending purchases as the needs of the division dictate, and maintains an inventory of supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must be at least eighteen (18) years of age or older.

Must have at least five (5) years' experience with a paid fire department.

Fire Prevention Officer Original Adoption:	12-15-14
Revision Dates:	04-17-18

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing office functions and handling clerical duties. The work involves frequent contacts with the public as receptionist for the Chief's office. The employee of this class maintains records for the Fire Chief, types records and reports, and assists with making arrangements for the maintenance and repair of department equipment. The Secretary to the Fire Chief performs routine duties independently, with instruction for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief, who directs and reviews work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Processes outgoing mail and interdepartmental correspondence. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation.

Sets up and maintains a filing system. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically and/or numerically. Briefly reads or reviews incoming materials and sorts according to subject matter. Keeps records on the location of materials removed from files, and to whom materials were released. Maintains roster of department personnel. Maintains a library or archive of reference materials for use by department personnel.

Enters, locates, and retrieves information or documents which are stored in hard copy files, or in the computer database. Transcribes dictation. Operates a word processor or a computer terminal in order to enter or retrieve information from files.

Copies computer data to diskette from computer's hard drive or other diskettes. Operates a copying machine, facsimile machine, and calculator or computer software application to assist in mathematical computations.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures, then processes or files them according to department procedures. Enters routine information in department records. Fills out all forms or records required or assigned to this position.

Compiles and organizes data needed for reports, including reading charts, graphs, and related department documents. Writes reports requiring the ability to compose complete sentences, to use correct grammar and punctuation, and to organize ideas in a logical sequence.

Prepares payroll records. Assists the Chief in the preparation of the departmental budget. Orders and distributes supplies and equipment. Locates repair services, and arranges for repairs and maintenance of all assigned equipment.

Answers telephone inquiries about the operation of the department, conducts tours of department facilities, and handles any routine requests by visitors to the office.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Secretary to the Fire Chief Original Adoption:	08-11-99
Revision Dates:	01-13-00, 03-10-04, 09-14-11, 06-13-12,
	06-11-14, 04-17-18

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is the beginning level of work in the police department involving training and routine patrol work in the protection and safeguarding of life and property. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. New employees usually work in company with and receive assistance from a more experiences employee. Work involves making regular patrols and investigating accidents, crimes, or suspicious activity in accordance with prescribed departmental rules and regulations and desk work assisting with clerical dispatcher duties. Employees are usually given a special training course in police methods and the use of police equipment prior to duty assignments. Employees of this class must use independent judgment when faced with emergency situations. Work is checked by a superior officer through inspection and observation.

EXAMPLES OF WORK

(Note: These examples indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Assists in patrol work; makes reports to headquarters by radio and telephone; enforces motor vehicle laws, the state criminal code, and parking ordinances; renders informational aid and assistance to motorists and other citizens, checks model, make, and license number of passing vehicles to regain stolen cars and pick up wanted persons and violators.

Investigates vehicles abandoned, parked illegally, or under suspicious circumstances.

Directs traffic to reduce and eliminate congested traffic conditions.

Aids in investigating accidents; keeps bystanders out of danger; renders first aid; questions witnesses and drivers; investigates and prepares reports of conditions and causes of accidents; supervises the removal of injured persons to hospitals and supervises the removal of debris to restore traffic.

Makes arrests and prefers charges; appears in court as a witness.

Aids in maintaining order in crowds and in public gatherings.

Assists in clerical and dispatcher duties at station.

Attends classes of instruction, reads and studies assigned materials and prepares for standard performance of work and advancement.

Performs various related duties as assigned or required.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than twenty-one (21) years of age.

Must possess a valid driver's license.

Police Officer DR Original Adoption:	03-30-66
Revision Dates:	08-19-71, 06-04-75, 01-14-76, 12-08-76, 12-13-78, 05-09-79,
	09-10-80, 03-15-84, 08-12-87, 02-10-88, 10-13-93, 10-12-94,
	01-13-00, 03-15-00, 03-10-04, 09-14-11, 11-09-11, 06-11-14,
	04-17-18

POLICE CORPORAL

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Police Corporals may work alone or in company with another officer. Work involves making regular patrols, directing traffic, and investigating traffic accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Police Corporals serve as assistant shift supervisors, or may serve as shift supervisors in the absence of a Police Sergeant. Employees of this class work independently in most areas involving routine tasks, with instructions for special tasks when assigned. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists Police Sergeants in the supervision of patrol duties in an assigned or targeted area by use of a squad car or on foot in order to discourage criminal activity. Responds to complaints, business or residential alarms and crimes in progress. Observes doors and windows of business establishments to detect signs of illegal entry and searches buildings found unsecured. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Frisks suspect by patting down outer surfaces of suspect's clothing, in order to locate weapons. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Takes mentally disturbed person into custody. Directs the transportation of or transports arrested person to holding facility or jail. Books arrested person, conducts criminal history check and performs basic frisk and search during initial booking.

Patrols or supervises patrols of streets and highways in an assigned area to detect traffic violations and prevent accidents. Operates radar, conducts vehicle stops and issues citations as necessary. Verifies proof of insurance, safety and licensing requirements. Supervises and engages in high speed vehicular pursuit of fleeing vehicles, tracking the location and progression of the pursuit as necessary. Observes, stops and interviews motorists suspected of driving while intoxicated or under the influence.

Oversees and participates in investigations of traffic accidents by interviewing drivers of vehicles involved in accidents and witnesses of accidents to obtain necessary information. Determines if other services such as hazmat or extrication are needed. Protects vehicle accident scene from disturbance, providing for the safe flow of traffic around the accident. Identifies, protects and documents any evidence found at the accident scene, taking photographs as needed. Clears accident scene by summoning wrecker service, ensuring that debris is removed from the roadway. Identifies, reports and assists with hazardous road conditions, directing traffic, blocking roadways and securing affected area as needed.

Investigates cases involving missing persons, domestic violence, forgery, computer fraud, burglary, assault and battery, homicide or other criminal activity. Supervises law enforcement officers or performs investigative duties, such as securing and protecting crime scene; identifying, collecting, labeling and preserving evidence; dusting for and lifting fingerprints at the crime scene; sketching or photographing the crime scene, and interviewing crime victims and witnesses to obtain facts and descriptions of suspects.

Reviews initial crime report in order to become familiar with the crime scene layout, collected evidence and proposed leads. Develops description of suspect using departmental records or NCIC computer network and follows up on leads. Broadcasts to other law enforcement personnel a detailed description of suspects and vehicles. Obtains and executes arrest or search warrants. Communicates with informants and interrogates suspects in order to obtain facts, identify the perpetrator and provide information to support court prosecution. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court as necessary.

Supervises and performs investigation cases of runaway juveniles or crimes against juveniles. Maintains surveillance and patrol presence in places where problems involving juveniles have occurred, or are likely to develop. Patrols area to detect juvenile curfew violations and underage drinking. Locates and detains juvenile truants during school hours and responds to reports of fighting in schools. Communicates with court officials about possible detention. Interviews juveniles using established procedures that preserve the rights of the child. Takes juveniles into custody who are in need of care or who have committed a crime, using appropriate procedures for processing juveniles. Communicates with juvenile offenders and their parents or legal guardian, to explain the law and penalties for alleged offenses.

Attends in-service training to keep abreast of new procedures and laws. Practices with special weaponry to maintain proficiency. Develops tactical plans for response to various emergency situations and drills. Maintains proficiency in the use of firearms and defensive tactics. Inspects and maintains equipment such as vehicles, weapons and radar to ensure they are in good working order. Provides on-the-job training on all aspects of police work for new recruits or less experienced officers.

Completes standard departmental report forms and records data relating to daily work activities onto log sheets. Gathers and compiles information for reports by reviewing and analyzing data. Processes data and exchanges information utilizing the department's computer system and

computer networks such as NCIC by entering, updating, and retrieving information. Maintains files and writes letters, reports and memoranda as directed.

Maintains effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through consistent and effective day-to-day contacts with the public. Provides information about relative private or governmental services such as family support or victim assistance programs. Responds to questions and complaints from the public, exercising courtesy and tact. Maintains professional demeanor and appearance at all times when in contact with the public. Participates in community activities and youth-related volunteer activities, as directed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for at least two (2) years immediately preceding closing date for application to the board.

Police Corporal DR Original Adoption: 11-09-11

Revision Dates:

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level supervisory line positions in the police department. Employees of this class are responsible for the direction and supervision of lower ranking police officers on an assigned shift. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instruction received from officers of higher rank. Police Sergeants work under general supervision of superior officers in the performance of routine tasks. Work is reviewed by oral and written reports to superiors, or by their personal inspection. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

<u>Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.</u>

Inspects equipment and appearance of police officers at roll call. Assigns subordinate officers to posts. Reads orders and gives special instruction to subordinate officers. Patrols city and observes subordinate police officers at work, offering assistance, and providing on-the-job training.

Conducts primary investigations of major traffic violations and accidents.

Makes arrests and reviews arrests made by subordinates to insure that suspects are placed under arrest in accordance with departmental policies and procedures and that prisoners are properly booked, photographed, and fingerprinted.

Operates communications system, keeps important records, prepares important and complex reports, and performs other police clerical work.

Performs related work as required.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Corporal with at least one (1) year in that class immediately preceding the closing date for application to the board.

Police Sergeant DR Original Adoption: 03-30-66

Revision Dates: 12-11-70, 01-14-76, 12-13-78, 04-11-79, 05-09-79, 09-10-80

08-12-87, 10-13-93, 08-11-99, 03-15-00, 03-10-04,11-09-11

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible law enforcement positions, the primary duties of which are assisting in the management of a shift in the police department, supervising the work of subordinate personnel, and providing for the general care, maintenance, and use of departmental equipment. Police Lieutenants supervise law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and special operations. Employees of this class provide training and technical assistance to subordinate employees. Police Lieutenants work with a high degree of independence in the performance of their tasks, with work reviewed by the Deputy Chief of Police. This class ranks directly below that of Deputy Chief of Police.

EXAMPLES OF WORK

<u>Examples listed below are illustrative only.</u> They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises and performs law enforcement functions of the department, which may include patrol, traffic control and accident investigation, criminal investigation, juvenile procedures, and special operations. Conducts inspections of assigned department services, evaluates the effectiveness of these services, and makes recommendations to superior officers to correct or improve problem areas. Participates in an internal affairs review process to investigate complaints against department personnel and to maintain departmental standards. Monitors any local conditions which may create situations the department may be called upon to handle.

Supervises and inspects subordinate police department employees in order to ensure that the goals and standards of the department are being met. Reviews reports and the work of subordinates to determine if assignments were completed effectively and in accordance with departmental procedures. Outlines responsibilities and duties for subordinates. Sets task priorities in order to accomplish both short and long term goals of the department. Sets work schedules and approves leave. Evaluates work performance and counsels employees who are experiencing work problems. Provides on-the-job training for department members, including serving as instructor and providing assistance in technical areas of work. Maintains discipline.

Supervises the preparation and maintenance of departmental records and reports. Completes forms or records to document the activity of the department. Utilizes the department's computer system and the NCIC computer network to enter and retrieve information relating to criminal activity. Compiles and analyzes data needed for the preparation of reports.

Promotes a positive public image of the department in the performance of duties. Coordinates the work of the department with other agencies, providing assistance and releasing information when needed. Answers inquiries or handles complaints from the public about the operations of the department, or other related areas of law enforcement operations.

Supervises the general care, maintenance, and use of department equipment, vehicles, stations and grounds. Inspects equipment or property after repairs to see that repairs were properly accomplished. Makes recommendations for the purchase of equipment and supplies.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Sergeant with at least one (1) year in that class immediately preceding the closing date for application to board.

Police Lieutenant DR Original Adoption: 01-12-77

Revision Dates: 12-13-78, 04-11-79, 05-09-79, 09-10-80,08-12-87,

10-13-93, 10-12-94, 08-11-99, 03-15-00, 03-10-04,

06-13-12, 06-11-14

DEPUTY CHIEF OF POLICE

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the second highest rank of the police department, the primary duty and responsibility of which includes assisting the Police Chief in the management and administration of the overall function and operations of the police department. The Deputy Chief of Police performs the duties of the Police Chief in the chief's absence. The Deputy Chief of Police assists the Police Chief in the planning and development of departmental operations; participates in the personnel management function; and oversees the maintenance of departmental records and reports. As one of the chief officers of the department, the employee of this class performs duties with a high degree of independence, reporting to the Police Chief. This class ranks directly below that of Police Chief.

EXAMPLES OF WORK

<u>Examples listed below are illustrative only.</u> They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a group of divisions within the department as assigned by the Police Chief. May be assigned to perform the duties of the Police Chief in the chiefs absence. Manages the work of subordinate supervisors who are responsible for law enforcement functions of the department, including patrol services, traffic enforcement, and accident investigations, criminal investigations, special operations, community policing, and the handling of juveniles. Manages the administration and communications operations of the department by supervising subordinate officers who oversee the work of these divisions.

Recommends management policies, goals, and objectives for the department. Assists in the research and planning for department programs and activities. Conducts inspections of the divisions of the department and observes department operations. Evaluates the effectiveness of the divisions following inspections and takes appropriate action to correct or improve problem areas. Keeps informed on any local conditions which may affect the work of the department. Studies new laws, regulations, ordinances, and court rulings relating to the operation of assigned services to determine if changes in policies or procedures are needed. Insures that all department personnel policies conform to EEO regulations.

Plans and organizes the department having to do with personnel and equipment. Determines how the department should be organized, including number of operating units and distribution of such units. Evaluates manpower requirements and determines optimum officer deployment. Reviews complaints against department personnel and formulates a recommendation for reply

to the complaint. Assists in developing personnel recruitment and selection programs. Reviews prospective employee applications, interviews prospective employees, and makes recommendations for hiring. Provides for employee growth and career development by giving constructive feedback on work performance, helping develop career goals and outlining ways to meet these goals.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports and disseminating information. Discusses work performance with subordinates. Monitors the departmental Promotional Evaluation System. Maintains discipline by counseling employees who are experiencing work problems, conducting corrective interviews and recommending disciplinary action.

Manages the department training program and sees that such program is properly staffed and supplied with training resources. Consults with smaller law enforcement agencies in surrounding areas, providing them with technical expertise, assistance, and cooperation in training efforts when required. Provides for outside instruction to meet any training needs not available in the departmental training program. Makes recommendations for improvements in the training program.

Provides for the accounting for money and assets of the police department divisions. Gathers information for and assists in preparing the departmental operating budget. Authorizes the expenditure of funds allocated for assigned services, making sure such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy.

Makes decisions concerning what information should be included in the records of assigned services and determines how this information should be kept. Writes reports required to document department activity. Writes letters in reply to inquiries addressed to the police department or as required to handle the needs of the department.

Manages the general care, maintenance, and use of all department equipment, vehicles and property. Recommends the purchase of needed equipment. Meets with sales representatives to review products and make decisions on purchasing. Assists in writing and preparing specifications for department equipment and oversees the bidding process.

Promotes a positive public image of the work of the department in the daily performance of duties by informing the public of the necessity and methods of civilian cooperation in law enforcement work. Serves as department representative at meetings of civic and professional groups to give reports, offer advice, or make recommendations. May serve as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the police department or any related areas of law enforcement.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of appointment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Shall have not less than eight (8) years of full-time law enforcement experience and must be a regular and permanent employee in the class of Police Sergeant, or higher, in the DeRidder Police Department.

Must be a regular and permanent employee in a class not lower than that of Police Sergeant with the DeRidder Police Department.

Deputy Chief of Police DR Original Adoption: 10-19-11

Revision Dates:

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs, and supervises the operations of the police department in the capacity of chief and commanding officer; and related work as required.

Work of this class involves a higher degree of ability and responsibility in managing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities attached to the police department. The chief is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

(Note: These examples indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Organizes work of the department for efficient management and effective performance of departmental activities, or as may be required by law.

After consultation with appointing authorities, plans, formulates, and enforces departmental rules and regulations as needed for the efficient functioning of the department.

Directs and supervises generally or specifically, as the needs of the service may require, all activities of the department.

Instructs subordinate officers as to methods, procedures, and policies.

Assigns tasks to subordinates, and reviews operations.

Investigates complaints.

Directs raids and makes arrests, as necessary.

Checks all arrests and dispositions thereof.

Personally supervises and assists in the investigation of all major crimes or serious offenses committed in the city.

Makes frequent inspections of the jail, care of prisoners, movable and immovable property, and personal appearance of all personnel on beats and at headquarters.

Provides and maintains procedures for the preparation, maintenance, and disposition of departmental records and reports of activities.

Receives reports and checks work of subordinates for compliance with law and established procedures.

Establishes contacts and arranges for receiving and giving reports, records, and assistance to other law enforcement agencies such as the FBI and state police, etc.

Cooperates with social welfare agencies, civic clubs and organizations, and the general public in preventing juvenile delinquency, crime, and bettering the common good, and protection of society.

Assists in the preparation of departmental budget and operates within it.

Dispenses information to the public regarding city ordinances, departmental policies, objectives, and activities.

Keeps records, answers correspondence, and prepares reports.

Promotes peace and harmony among the employees of the department.

Be able to perform related work as required or indicated.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

EITHER

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least six (6) years of experience in full-time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least eight (8) years of experience in full-time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Applicant must also have at least ten (10) years of experience in full-time law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief DR Original Adoption:	03-30-66
Revision Dates:	01-14-76, 12-13-78, 05-09-79, 09-10-80, 08-12-87, 03-09-88,
	10-13-93, 10-12-94, 03-15-00, 03-10-04, 06-13-12, 06-11-14,
	04-17-18

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the police department. They answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by the police chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures the most accurate information possible for any incident from the caller; takes complaints from other sources such as police units or citizens coming into the station; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

Keeps track of location and condition of each unit at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, drivers licenses, runaways, criminal records, etc.

Answers all police department telephones and transfers callers to the correct office or department; takes telephone messages for police department personnel and delivers them.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and up-dating information.

Files report forms, cards, logs, tapes, or other items for future reference; fills out forms, reports, or official documents required by the department;

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Police Communications Officer DR Original Adoption:	06-09-76
Revision Dates:	12-13-78, 05-09-79, 09-10-80, 10-14-81,
	12-12-84, 04-08-87, 08-12-87, 02-10-88,
	10-12-94, 01-13-00, 03-15-00, 03-10-04,
	09-14-11, 06-13-12, 06-11-14, 04-17-18

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical and stenographic classification involving the taking of dictation, accurate typing of correspondence, reports, and records and all other duties of a secretary, including receptionist responsibilities. Incumbent acts as clerical and appointment administrative assistant to the police chief and for other ranking police officers.

EXAMPLES OF WORK

(Note: The examples below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Takes and transcribes dictation and types from rough draft and other sources, letters, memoranda, forms, and other material.

Acts as clerical assistant to the chief of police, composes important correspondence, relieves the chief of minor clerical and administrative details, and relays orders and instruction to other clerical personnel at the chief's direction.

Answers telephone in chief's office, dispenses information to callers in accordance with policy, and appropriately refers callers on to the chief or to other officers of divisions.

Acts as office receptionist for chief and other ranking officers, routing visitors to the proper officer as indicated.

Reads reports and summarizes information therein for chief to review without necessary time loss. Prepares more comprehensive reports and information breakdown for chief's examination.

Prepares chief's report to the administrative authority concerning departmental activity and conditions in the city of interest to the department.

Prepares any correspondence, report, record, purchase order, or any routine detail of office operation as required.

Takes statements from witnesses and confessions from prisoners.

Performs various related duties as assigned, required, or indicated.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Secretary to the Police Chief DR Original Adoption:	12-11-70
Revision Dates:	01-14-76, 12-13-78, 05-09-79, 09-10-80,
	03-15-84, 08-12-87, 02-10-88, 10-13-93,
	10-12-94, 01-13-00, 03-15-00, 03-10-04,
	09-14-11, 06-13-12, 06-11-14, 04-17-18

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duties of which are receiving and processing records and reports of the department. The Police Records Clerk enters records into the department computer, performs typing and filing duties, and acts as receptionist for the department. The employee of this class performs routine duties independently, reporting to and having work reviewed by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, reviews, and processes departmental records, reports, mail, interdepartmental correspondence, and other materials in accordance with departmental procedures. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information. Enters routine information in departmental records and fills out all records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Corrects errors in records and reports, or returns them for correction. Takes minutes or notes at meetings. Types letters, forms, memos, statements, formal reports, or any other assigned documents. Participates in setting up a filing system and files correspondence, forms, records, or reports alphabetically, numerically, chronologically, or by subject matter. Maintains records on the location of materials removed from files and traces missing files. Assists in maintaining a library or archives of materials for future use or reference by department personnel. Assists in periodical inspections of systems and facilities for maintaining records and reports.

Replies to routine correspondence or requests following departmental procedures on own initiative or from oral or written directions. Composes business letters using correct grammar and punctuation. Compiles and organizes data and writes reports needed for the operation of an assigned division.

Operates a computer terminal in order to enter, copy, or remove information from files. Locates and retrieves information or documents from hard copy files and the computer database. Performs appropriate back-up function in computer files. Operates a facsimile machine, copying machine, calculator or mathematical computer software, and computer scanning equipment.

Assists in making calculations necessary to compute payroll. Receives complaints from employees about pay and works with payroll section regarding errors, changes, or other matters related to payroll. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month. Prepares purchase requisitions according to departmental procedures. Issues payments from petty cash.

Locates repair services and arranges for repairs and maintenance of all assigned equipment. Distributes supplies and equipment as required.

Acts as receptionist to department visitors, including answering telephone and placing calls, and handling routine questions and requests. Schedules appointments, keeps records of schedules, and notifies of scheduled events. Performs public relations duties such as conducting tours of department facilities for school, civic, or other organized groups.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

<u>Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.</u>

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Police Records Clerk DR Original Adoption:	10-08-03
Revision Dates:	03-10-04, 09-14-11, 06-13-12, 06-11-14,
	04-17-18